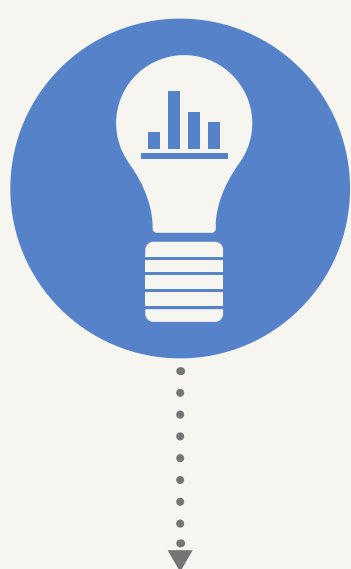# Forum Resource Development and Review Process

Determination of Resource Topic

- *Identify an emerging data need*. National Forum on Education Statistics (Forum) members identify an emerging education data need among federal, state, and local education agencies.
- *Propose new working group*. A standing committee or the Steering Committee proposes a new working group to address the need. The purpose of the working group and potential outcomes are summarized in a Request to Form a Working Group document.
- *Review the proposal*. The Steering Committee considers timeliness, need, and whether Forum members have the expertise to address the need.

Creation of Working Group

- *Request volunteers*. If the Steering Committee approves, Forum members are invited to volunteer for the working group.
- *Confirm working group members*. The working group includes geographically diverse state and local education agency (SEA and LEA) members, additional experts such as Regional Educational Laboratory (REL) representatives, and federal representatives.
- *Confirm core reviewers*. Volunteers may be chosen to serve as core reviewers for the resource developed by the working group.

Development of Resource

- *Hold kickoff meeting*. The working group meets and determines what type of resource would benefit federal, state, and local education agencies.
- *Draft resource*. The working group develops a draft of the new resource.
- *Request case studies*. The working group reaches out to Forum members for case studies and real-world examples to illustrate topics in the resource.
- *Hold additional meetings*. Working group members meet periodically to review and develop the resource, including identifying best practices, recommending data elements, and compiling real-world scenarios and lessons learned.

Review of Resource

- *Review draft*. To ensure that the resource is widely applicable, the Forum reviews and contributes to an early draft of the resource.
- *Complete final review*. The working group, sponsoring committee, and full Forum review and approve the resource. The resource is updated at each stage of review.

Publication of Resource

- *Design cover*. The working group votes on potential cover options.
- *Complete professional design*. The approved document is edited, formatted, and prepared for web posting.
- *Publish*. The final version is published on the Forum website and the NCES Publications page.

https://nces.ed.gov/forum/

National Forum on Education Statistics